

REVISED SCOPE OF WORK

I. OBJECTIVE

DeKalb County Government seeks proposals from firms with experience and expertise in providing managed competition advisory services. The County seeks assistance in developing and implementing a managed competition program and process.

II. STATEMENT OF WORK

- A. Proposals must include and identify partnerships with other firms, individuals, or joint ventures.
- B. All information and data obtained during the resulting contract shall not be disclosed and shall remain confidential.
- C. Payment shall only be based upon completed milestones, deliverables, or tasks.
- D. Milestones, Deliverables, or Tasks
 - 1. At minimum, Contractor shall be paid based upon the:
 - a. completion of the evaluation process;
 - b. development of a managed competition program;
 - c. completion of the managed competition implementation; and
 - d. completion of the proposal development assistance services.
- E. Contractor(s) shall not utilize any confidential information, gained while providing services under this solicitation, to bid or assist other contractors in bidding on future solicitations issued as a result of the managed competition process.
- F. Evaluation Process
 - 1. Contractor will assist in simultaneously evaluating county departments, divisions, functions, and or service areas in order to:
 - a. develop a comprehensive inventory of inherent government activities and commercial activities;
 - b. evaluate current and potential in-sourcing and outsourcing opportunities;
 - c. contribute in the development of a priority listing of departments, divisions, functions, and service areas that can benefit from appropriate managed competition opportunities; and
 - d. obtain all relevant data to support evaluation results, such as feasibility of implementation; legal ramifications; whether there are functions or services that can be provided by the commercial market or internally; costs; and/or costs associated with shifting or transitioning services or functions.

2. Contractor to evaluate county departments, divisions, functions, and or service areas with the following number of employees and operating budgets:

Department, division, function, or service area	Number of Employees	Yearly Operating Budget
1	90	\$4,850,977.00
2	57	\$2,700,00.00
3	27	\$1,810,713.00
4	100	\$9,900,000.00
5	57	\$17,346,728.00
6	3	\$257,694.00
7	63	\$6,940,189.00
8	128	\$36,006,437.00
9	17	\$9,983,392.00
10	84	\$23,277,938.00

3. Contractor shall be provided with pre-existing studies and/or data for use in the completion of the evaluation process.
 - a. Contractor may be allowed to obtain supplemental information through employee interviews or other means, where needed.
4. Contractor must complete evaluation process within 30 days.

G. Managed Competition Process Development and Implementation

1. Contractor shall draft a timeline, process steps, and project plan for the County's managed competition program to include but not limited to:
 - a. standard operating procedures
 - b. policies
 - c. program guidelines
 - d. employee training modules
2. Contractor will assist the County in identifying appropriate managed competition opportunities including ad hoc approaches, informal bidding, and formal bidding.
3. Contractor shall provide guidance to and assist the County in communicating with and engaging County employees in preparation for managed competition opportunities.
4. Contractor shall be assisted by the County's managed competition team.

H. RFP and County Proposal Development Assistance

1. Contractor must work with the County CEO's office, the impacted operational

department, and the Purchasing & Contracting Department to:

- a. assist in developing the statement of work for the department, division, function, or service area that is subject to managed competition opportunities;
- b. assist in the development of the resulting solicitations;
- c. provide input on such matters as the pricing format, proposal response format, and proposal evaluation criteria;
- d. assist with the development of contracts which will outline the performance metrics, quality standards, and service level agreements required of the providers that are awarded as a result of the managed competition opportunities;
- e. provide preemptive guidance to the County on how to prepare the County employee teams for fair competition in the managed competition process;
- f. identify assistance and resources that the competing County employees may need to fairly compete;
- g. assist the County with the management of the RFP process such as:
 - i. assisting in the development of responses to written questions from potential proposers;
 - ii. assisting in the presentation of additional data requested by the potential proposers;
 - iii. organizing and attending site visits; and
 - iv. assisting with the development of any required RFP addenda.
- h. assist the County in developing the contract monitoring approach by:
 - i. identifying contract management responsibilities and roles; and
 - ii. identifying metrics that will evaluate contract performance.
- i. support the County in its evaluation of the proposals by:
 - i. analyzing proposals and identifying outstanding issues;
 - ii. assisting in the presentation of any follow-up questions to proposers; and
 - iii. presenting comparative analysis to assist the County's evaluation committee in the evaluation of the proposals.
- j. support the County in additional interactions with respondents, including supporting any Best and Final Offer processing that the County deems necessary.
- k. assist the County in recommending highest scoring and best value proposals by:

- i. documenting the evaluation committee's reasoning and justification; and
 - ii. assisting in the presentation of the recommendation to interested stakeholders.
- l. assist with the development of the contract or internal service agreements
 - i. ensure the statement of work is accurately incorporated in the contract or internal service agreement;
- m. assist in the finalization of metrics and service level agreements for the contract or internal service agreement;
- n. assist in the negotiation of performance penalties;
- o. assist in the documentation of monitoring procedures;
- p. if the County proposal is recommended, assist in the development of a memorandum of understanding with employees;
- q. assist County employees by providing guidance on the development of an employee gain sharing plan if County proposal is recommended and awarded. Contractor will
 - i. work with the County to identify plan participants;
 - ii. assist in finalizing the budget for the gain sharing plan;
 - iii. assist in developing the mechanism by which any gain sharing funds would be allocated across competing individuals; and
 - iv. assist in finalizing the process for reviewing the gain sharing plan.
- I. Contractor may propose additional managed competition services beyond those that are specifically enumerated in this scope of work.
- J. This endeavor is new for DeKalb County and it is the County's expectation that any contractor providing services or functions of this type will be in an advantaged position of knowing typical service functions better than the County.
 - 1. Each responder may include within their proposal terms and conditions any other potential services beyond those listed in the above scope of work.
 - 2. The County is relying upon qualified firms to deliver all outlined and reasonably related services.